SMGT OPERATIONS REQUEST PROCEDURE

1.   <u>SMGT OPERATIONS REQUEST PROCEDURE</u>

This procedure will be utilized until the EDOC system is on-line and available for SMGT Testing purposes.

1.1   <u>INTRODUCTION</u>

A Servicing Mission Ground Test (SMGT) Operations Request (STOR) is the vehicle for initiating, coordinating, approving, disseminating, and documenting direction to the SMGT Test Conductor (TC) to implement an approved real-time change to the SMGT Test Script Commanding (Service Mission Command Plan Sequences). Additionally, it is the only vehicle for documenting Code 441 and 442 SMGT Test Director's and ST ScI representative's concurrence with the approved STOR as applicable.

1.2   <u>PREPARATION, REVIEW/APPROVAL AND EXECUTION OF STORs</u>

The following paragraphs will detail the preparation steps, review/approval participants, and execution of a STOR.

1.2.1 STOR PREPARATION PROCESS

STORs are prepared by either the MOSES Flight System Engineer (FSE) responsible for the subsystem affected by the commanding, the SMGT Test Conductor, the SMGT Test Coordinator, the Code 441 SMGT Test Director, the Code 442 FS&S Test Director, the ORI IDT or ORU SE responsible for the subsystem affected by the commanding or the ST ScI representative. This individual will sign the STOR as the Originator responsible for the content of the STOR. The STOR must include either clearly written procedures or CMD Plan

Sequences complete with red-lines. The STOR must clearly
define the intended execution time of the STOR. The
originator is also responsible for obtaining all required
peer reviewer's and test participant's approvals as required
before submitting the STOR to the 441 Test Director for final
approval prior to submitting it to the SMGT Test Conductor
for execution. The Test Coordinator is responsible for
assigning the STOR number. STOR numbering will adhere to the
following numbering scheme:

STOR #: SMGTDorFxx-nn where:

    SMGT   will preface every number to identify SMGT testing

    D   will indicate a Dry Run

    F   will indicate a Formal Run

    xx   will represent the SMGT test number, i.e. SMGT-35

    nn   will represent the sequential STOR number per test

EXAMPLE: SMGTD35-02 - the second STOR for SMGT-35 Dry Run

     or SMGTF35-01 - the first STOR for SMGT-35 Formal Run

1.2.2 STOR REVIEW/APPROVAL PROCESS

The Test Coordinator tracks the STOR through the review
approval cycle to execution. To expedite the review/approval
cycle the Test Coordinator will FAX the STOR to the Code 442
Test Director and the ST ScI representative as applicable to
the specific SMGT. If the approving party is off-site this
must be explicitly noted on the STOR by the Test Conductor.
The test can proceed with over the link verbal approval/
concurrence but must be followed up with a FAX of a signed
STOR.

1.2.2.1 PEER REVIEWERS (FSE, ORI IDTs, ORI/ORU SEs, TEST
Coordinator)

Review/approve - Check the STOR content accuracy and all
PSTOL procedure(s), and argument(s) specified in the STOR to
verify only the desired certified commands will be sent to
accomplish the intent of the STOR. Sign/initial
approval/concurrence on the appropriate space on the STOR.

1.2.2.2 Code 442 TEST DIRECTOR (VEST REEs for ORI/ORUs and
Test Director)

Review/approve - Check the STOR content accuracy and all
PSTOL procedure(s), and argument(s) specified in the STOR to
verify only the desired certified commands will be sent to
accomplish the intent of the STOR. Check the VEST CARD for
potential violation. Provide verbal on-line
approval/concurrence to the Test Conductor. Sign/initial
approval/concurrence on the appropriate space on the STOR and
FAX copy to the Test Coordinator.

1.2.2.3 ST ScI TEST Representative (ORI IDTs and ST ScI SMGT
Test Representative)

Review/approve - Check the STOR content accuracy and all
PSTOL procedure(s), and argument(s) specified in the STOR to
verify only the desired certified commands will be sent to
accomplish the intent of the STOR. Check that TEST SMSs will
not be affected. Provide verbal on-line approval/concurrence
to the Test Conductor. Sign/initial approval/concurrence on
the appropriate space on the STOR and FAX copy to the Test
Coordinator.

1.2.2.4 Code 441 TEST DIRECTOR

Review/approve - Check the STOR content accuracy and
approval/concurrence signatures to determine that all the
necessary applicable signatures have been obtained.   Provide

the final approval to the Test Conductor to initiate the execution of the STOR.

1.2.3 STOR EXECUTION PROCESS

Upon the final approval from the Code 441 Test Director to execute the STOR, the Test Coordinator will distribute a copy of the STOR to the test participants in the SMOR. The SMGT Test Conductor will inform all SMGT Test participants (via on-line verbal communications) of the approval of the STOR and the Code 441 Test Director's approval for its execution. The Test Conductor will also announce the step in the SMGT Test Plan/Procedure (Script) where the STOR will be implemented.

When the specified time for the STOR to be executed is reached, the Test Conductor will make sure all involved personnel understand the request and that it can be implemented as stated. The Test Conductor upon on-line verbal follow-up concurrence will execute the STOR as stated.

Upon the completion of a STOR, the Test Conductor will note the Julian Day and GMT on the STOR, initial it, and will red line the SMGT Test Plan/Procedure (Script) to reflect its inclusion and execution. The Test Coordinator will maintain the copy of the STOR to be included in the final as-run test script.

In the event the STOR is not given final approved for execution by the Code 441 Test Director, the Code 441 Test Director will provide alternate procedures to proceed with the SMGT or provide notification on-line to all test participants via the Test Conductor that the SMGT has been terminated. The Code 441 Test Director will then give approval to perform Test Wrap-up. The Test Coordinator will

maintain a coy of the STOR to be included in the debrief of
the test. The rejected STOR will also be used to assign an
action to resolve modifications to be made to the re-run test
Plan/Procedure (Script).

1.3 STOR FORM AND INSTRUCTIONS

The following paragraphs provide a copy of the SMGT Test Ops
Request Form (STOR) and detail the contents of the form.

1.3.1 STOR FORM

See Figure 1.3.1-1 for the SMGT Test Ops Request Form (STOR).

1.3.2 STOR FROM COMPLETION INSTRUCTIONS

Unless specified below, all sections of the STOR form are to
be completed by the originator.

FIELD   DESCRIPTION

SMGT # _____ OPS REQUEST   Number that corresponds with
                                   the SMGT test being executed.

STOR NO.   The request number; completed
                                   by the SMGT Test Conductor
                                   after approval.

SHEET _____ OF _____   Self explanatory

ACTION REQUESTED AT SMGT Number   The SMGT Test Script Step
                                   number by which the STOR must

be accomplished ("ASAP" is not
acceptable.)

TITLE   Subject of the request

PROBLEM/JUSTIFICATION   Clear and concise description
                               of why the action is to be
                               taken.

REF: Number of other reference that
                               the STOR is based upon, if
                               applicable

TSAR #   Number of anomaly report that
                               the STOR is based upon, if
                               applicable

ACTION   The commanding or action to be
                               taken. The direction should
                               be clear and concise, so that
                               it can be implemented without
                               question, interpretation, or
                               change. If the STOR contains
                               Command Plan Changes, the
                               Command Plan pages must be
                               included with the redlines
                               clearly identified.

ORIGINATOR   Self explanatory

DATE/TIME: _____GMT   Date and Time of STOR creation

ORGANIZATION   Self explanatory.

INITIAL CONCURRENCE AS APPROPRIATE: Initials of required peer
reviewers (ORU/ORI SEs, Code
442 ORU/ORI REEs)

Test Conductor _____   OST member executing the test

I&C _____   I&C SE or REE the SMGT test
                                bieng executed

DMS _____   I&C SE or REE the SMGT test
                                bieng executed

PCS _____   I&C SE or REE the SMGT test
                                bieng executed

SI _____   I&C SE or REE the SMGT test
                                bieng executed

EPS _____   I&C SE or REE the SMGT test
                                bieng executed

OTA _____   I&C SE or REE the SMGT test
                                bieng executed

SAFE _____   I&C SE or REE the SMGT test
                                bieng executed

FSW _____   I&C SE or REE the SMGT test
                                bieng executed

USE CONTINUATION PAGE(S) AS REQUIRED   Space is provide for
                                approval/concurrence by FSE,
                                Test Conductor (required for
                                all STORs), Code 442 FS&S Test
                                Director, SI IDTs, ST ScI
                                Representative, Code 441 Test

Director along with the Julian
Day and GMT annotations.

ST SCI: _____(VERBAL)   ST ScI representative for the
                                   specific SMGT test

ORI IDT: _____(VERBAL)   ORI IDT for the specific SMGT
                                   test

ACCEPT   ST ScI or ORI IDT checks to
                                   accept the STOR

REJECT   ST ScI or ORI IDT checks to
                                   reject the STOR

SIGNATURE: _____   ST ScI or ORI IDTs signature

DATE/TIME: _____GMT   Date and time of ST ScI or ORI
                                   IDTs signature

CODE 442 SMGT TEST DIRECTOR: CODE 442 SMGT Test Direcror
                                   for the specific SMGT test

ACCEPT   CODE 442 SMGT Test Direcror
                                   checks to accept the STOR

REJECT   CODE 442 SMGT Test Direcror
                                   checks to reject the STOR

SIGNATURE: _____   CODE 442 SMGT Test Direcror
                                   signature

DATE/TIME: _____GMT   Date and time of CODE 442 SMGT
                                   Test Direcror signature

CODE 441 SMGT TEST DIRECTOR: CODE 441 SMGT Test Direcror for the specific SMGT test

ACCEPT   CODE 441 SMGT Test Direcror checks to accept the STOR

REJECT   CODE 441 SMGT Test Direcror checks to reject the STOR

SIGNATURE: _____   CODE 441 SMGT Test Direcror signature

RECEIVED DATE/TIME: _____GMT   Date and time of CODE 441 SMGT Test Direcror receives the STOR

INIT: _____   CODE 441 SMGT Test Direcror initials

CLOSED DATE/TIME: _____GMT Date and time of CODE 441 SMGT Test Direcror closes the STOR

INIT: _____   CODE 441 SMGT Test Direcror initials